

APPLICATION REQUIREMENTS FOR A CONCEALED HANDGUN PERMIT

1. Applicant must be **21 years of age** or older.
2. **RESIDENCY:** Applicant must be a resident of the CITY OF ALEXANDRIA (NOT the Alexandria section of Fairfax County).
3. **COMPETENCE WITH A HANDGUN:** Proof of handgun training is required and can be provided by one of the following:
 - a. Completing any hunter education or hunter safety course approved by the Department of Game and Inland Fisheries or a similar agency of another state;
 - b. Completing any National Rifle Association firearms safety or training course;
 - c. Completing any firearms safety or training course or class available to the general public offered by a law-enforcement agency, junior college, college, or private or public institution or organization or firearms training school utilizing instructors certified by the National Rifle Association or the Department of Criminal Justice Services;
 - d. Completing any law-enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
 - e. Presenting evidence of equivalent experience with a firearm through participation in organized shooting competition or current military service or proof of an honorable discharge from any branch of the armed services;
 - f. Obtaining or previously having held a license to carry a firearm in this Commonwealth or a locality thereof, unless such license has been revoked for cause;
 - g. Completing any firearms training or safety course or class, including an electronic, video, or on-line course, conducted by a state-certified or National Rifle Association-certified firearms instructor;
 - h. Completing any governmental police agency firearms training course and qualifying to carry a firearm in the course of normal police duties;
 - i. Completing any other firearms training which the court deems adequate.

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APPLICATION REQUIREMENTS FOR A CONCEALED HANDGUN PERMIT (cont.)

*****A photocopy of a certificate of completion of any of the course or classes; an affidavit from the instructor, school, club, organization or a group that conducted or taught such course or class attesting to the completion of the course or class by the applicant; or a copy of any document that shows completion of the course or class or evidences participation in firearms competition shall constitute evidence of qualification under this subsection (for initial permits only).

4. **NOTARY:** All applications submitted by mail need to be notarized **before** they are received by the Alexandria Clerk of Circuit Court. If submitting application in person, Deputy Clerks can witness applicant's signature upon presentation of a valid, unexpired, government issued picture ID.
5. **WHERE & WHEN TO TURN IN APPLICATION:** A completely executed application shall be filed with the Alexandria Clerk of Circuit Court (520 King Street, Suite 307, Alexandria, VA 22314) between the hours of 9:00 am to 4:30 pm, Monday thru Friday (except holidays). The application may be submitted in person or by mail. The permit is mailed from the Circuit Court Clerk's office.
6. **PAYMENT:** Payment of \$50.00 is required at the time of submittal to the Clerk's Office. Acceptable methods of payment are **check, money order** (made payable to "Clerk of Circuit Court"), **cash or credit card (Visa & MasterCard only, additional \$2.00 convenience fee is collected)**.

NOTE: The Police Department performs a background investigation as part of the application process and then submits the results to the Commonwealth Attorney's Office. After review by the Commonwealth's Attorney's Office, the paperwork is forwarded to the Clerk of the Alexandria Circuit Court where a Circuit Court Judge renders a decision. The process can take up to 45 days. Once completed, the permit will be mailed to you from the Clerk's office.